



**THE INSTITUTE OF  
COST ACCOUNTANTS OF INDIA**  
(Statutory body under an Act of Parliament)  
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Ref No.: LPC/Exam/stationery/2020

Date:11/03/2020

**TENDER NOTICE**

Suppliers of Stationary are invited to offer their rates for supply as per following specifications:

Sl.No.	Items	Quantity	Place of Supply
1.	R. A. PAD	12 pads	Institute of Cost Accountants of India CMA Bhawan, 12, Sudder Street, Kolkata 700016
2.	H. E. YELLOW PAD	10 pads	
3.	LOG TABLE	1200 books	
4.	TAGAS ( 4")	50,000 pcs	

For item details / sample verification, please contact Shri Ashim Dey / Shri H K Nandi Examination Department, Institute of Cost Accountants of India, Kolkata, during office hours (11.30 a.m. to 5.30p.m.) on any Working Day (Monday – Friday). Tenderers are requested to **quote their rates only on the basis of fixed item/s. No any alteration or change of item/s will be entertained.**

**Rate is to be offered STRICTLY AS PER PRESCRIBED FORMAT**, given below, in the business letter head of the Tenderers, containing signature, date and stamp in a Sealed Envelope, super scribed with **“QUOTATION FOR SUPPLY OF STATIONARY ITEMS”**.

All Quotations are to be submitted in sealed envelopes to **Ms Moumita Das / Shri Bhavesh Kumar Sinha** of the Institute of cost Accountant of India at CMA Bhawan,12, Sudder Street, Kolkata 700016 on or before **23/03/2020 (upto 4.00p.m.)**.

Sl. No	Items	Price inclusive of All Taxes & Delivery	Rate per / Total
1.	R. A. PAD	Rate per pad Rs .... /- (Rupees .....only)	Total Rs.... /-(Rupees .....only)
2.	H.E. YELLOW PAD	Rate per 5 pads Rs .... /- (Rupees .....only).	Total Rs.... /-(Rupees .....only)
3.	LOG TABLE	Rate per 100 pcs Rs .... /- (Rupees .....only).	Total Rs.... /-(Rupees .....only)
4.	TAGAS ( 4")	Rate per 10000 pcs Rs .... /- (Rupees .....only).	Total Rs.... /-(Rupees .....only)

The Institute deserves the right (i) To cancel any or all the offers without assigning any reason there of (ii) Process all the offers as per its own procedure and (iii) Contact only selected agency of completion of processing of offers.

The selected vendor to supply all the items/materials and we will consider the lowest aggregate value (all items) as L1.

**CONVENER  
LOCAL PURCHASE COMMITTEE**